


Pennington C of E Junior School

Full Governing Body Meeting

Friday 22nd May, 2020 at 2.00 p.m. Via Zoom

 <p>Pennington C of E Junior School FGB Minutes</p>	<p>Meeting 4 22nd May, 2020</p>
<p>Present:</p> <p>Kirstie Richards (KR) Head teacher</p> <p>Tony Lowman (TL) Co Chair Co-opted</p> <p>Sam Patton (SP) Parent</p> <p>Karen Simpson (KS) Chair Co-opted</p> <p>Stuart Kingsley-Smith (SKS) Co-opted</p> <p>Sandy Negrescu (SN) Foundation</p> <p>Peter Williams (PW) LA</p> <p>Rachel Noel (RN) Foundation</p> <p>Helen Campbell (HC) Staff</p> <p>George Kidner (GK) Foundation</p>	<p>In Attendance:</p> <p>LA Clerk:</p> <p>Lindsay Ratcliffe</p>
<p>Apologies:</p> <p>Susan Hotine (SH) Parent</p>	<p>Meeting was Quorate at all stages. 11/12</p>

Minutes

Challenge Support Impact Actions

Action Grid

Minute	Subject	Action Point	By whom	When?
4	PAN	Process to reduce to be started	HT	Start of academic year 2020/21

	Budget	To be submitted/signed	BM/Co Chair	Immediately
5	Thermometer/Temperature Checks	Gov to collect thermometer and to find out maximum safe temperature information	TL	ASAP

	Item	Action
1	<p>Welcome and Apologies</p> <p>All were welcomed and thanked for their attendance. Protocol was explained, apologies had been received and where accepted from SH. The sad demise of TP was noted Co Chair had sent card of condolence to his widow, flowers from the school had also been sent. RN led governors in prayer.</p>	
2.	<p>2.1 Declaration of Pecuniary Interests (relating to this agenda)</p> <p>RN: Governor Pennington Infant School</p>	
3.	<p>Approval of Minutes</p> <p>3.1 Minutes had been shared via Governor Hub prior to the meeting. These were accepted as an accurate account of the previous meeting. No matters arising as the situation since that meeting had changed considerably.</p>	Clerk to file
4.	<p>Report of Resources Committee</p> <p>4.1 Recommendations around budget: Presentation for approval by FGB</p> <p>Budget had been available for all members to view and comment on prior to the meeting.</p> <ul style="list-style-type: none"> • Committee met 21st May 2020 • This is an unusual situation however figure shared had been available for all in advance of the meeting • All governors had the opportunity to query any item ahead of the meeting • Due to work of HT and BM the outcome is a small surplus • There has been engagement with LA in Winchester who have actively tried to support the school • Full details of how surplus was achieved are available in Finance Committee Minutes • Additional costs/revenue around the Covid 19 situation are being monitored. There is no time frame for if and when any refunds will be received. • Governors attention was brought to the bottom lines of the budget and the deficit going forward • To balance future budgets, the committee had discussed the reduction in future years of PAN (Pupil Admission Number). It was explained that currently PJS is unlikely to attract additional pupils. Some local schools have as many as 8 additional children over their PAN. • It was noted that this decision is unlikely to be popular with the local authority; governors consider the LA has options – reduce PAN, help PJS get extra pupils into the school or accept the school is going to run with a deficit budget. 	

- PAN was further discussed; numbers at the feeder school are reducing, combined with a falling birth rate
- It was noted that all had been done to reduce the budget and governors are mindful of the work and extra hours put in by HT and other staff
- That caretaker works voluntarily
- PJS are looking to share a SENDCo with Infant school from September which should assist both schools
- Questions were asked about the reduction of PAN process and could this be stopped if numbers increased? The process was explained and projected numbers of pupils in subsequent years examined. Governors were assured that if circumstances change then the process can be adjusted. Governors were informed if LA refuse a reduction then there needs to be a conversation around any alternatives they can suggest. Currently the only way forward for the school is the subsequent reduction.
- There was a proposal that action is taken at the appropriate time to begin the process to reduce the PAN at PJS there was unanimous agreement on this. HT will begin process early in the next academic year
- Final approval of the budget as set out below was agreed by all. Cochair to sign via email.

	2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 25
NOR	169	186	174	161	141

Total Income	1,050,102	1,087,281	1,048,619	929,231	862,176
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In Year Surplus/(Deficit)	(44,152)	2,355	(50,387)	(198,776)	(294,331)
Surplus/(Deficit) Brought Forward	352	(43,800)	(41,445)	(91,832)	(290,608)
Cumulative Surplus/(Deficit) C/Fwd	(43,800)	(41,445)	(91,832)	(290,608)	(584,939)

5 Head Teacher's Report:
Ahead of the report, Co Chair stated that governors understood the stressful situation that currently exists and the governors are there as a sounding board and support to allow HT to run the school during a very challenging period due to the current pandemic.

5.1 Update

5.2 Recommendations around reopening school

HT explained to governor how the school would function should Y6 return on or after June 1st 2020. Information had been shared prior to the meeting.

- 6 pods will be set up – 2 x Y6, 2 for vulnerable and key worker children, Nest and Wings provision
- Staffed
- Will be ready to extend opening on June 1st
- May need to reevaluate provision for Y6 after a few days
- Friday afternoon has been left free in year 6 to allow provision for staff to have PPA (Planning, preparation and assessment) time – the keyworker and vulnerable children will still be in and we have organised cover for PPA for those teachers at other times.

- All groups will be self-supporting
- Tried to forward plan to include Y3,4 and 5 at a later date – this is not possible currently. There is no need to look further than June 1st at present

The importance of the safety of the staff and pupils was discussed governors enquired if opening needs to expand to include other years can the school shut as this appears to be impossible in the current climate? Also questions about anyone in school displaying symptoms/having a positive test?

- In the event of any outbreak/symptoms all of the Pod would be sent home for 14 days isolation. Depending upon the situation, it may be necessary to close the whole school for deep cleaning
- If a pupil was suspected to have symptoms, there is a room available for isolation
- There is currently one child from another school attending PJS

Responsibility for opening the school was discussed – is it the responsibility of the governors, HT or local authority?

- If policies are followed then there should be no issues, if the school went out on their own for example opening to all year groups then this would be a corporate responsibility.
- LA have argued strongly to open for Y6 pupils, when HT suggested part time opening for Y6 the response was no – need to have all children.
- LA can only advise the school to open
- It would be foolish to step outside of LA guidelines
- In reality, nothing is 100% safe, there will always be concerns
- Children need to be in school

There was discussion around guidance and expectations of the government, there was some concern that locally there are those who are not following the rules. The risk of spread from adult to adult and child to adult was also discussed. A further concern that at drop off/collection time there is the possibility of parent to parent spread. If the R number increases in the local area it may be necessary to take the decision to close the school.

Further discussion around the impact and effect of Covid on children and others around them.

Governors were asked to confirm that all had looked at the plans and were comfortable that appropriate measures had been put into place? Governors agreed with this statement.

Governors asked if there was anything the HT needed from the governing body? Governors support that if HT considers it to be necessary to close the school at any time, they would support her.

- Use of PPE when outside the school greeting children was discussed as well as markings and signage both inside and outside of the school.

Enquiries were made about the use of thermometers, if these were now available and does the school have permission to take children's temperature as well as detail about the cut off temperature?

- Governor offered a thermometer which could be used until others are received. Arrangement for safe collection were made
- Governor will be able to confirm the exact temperature when a child or an adult could be symptomatic/should not be in school as is attending a later meeting where this information should be forthcoming.

Governors asked about the staff in general, how are they coping in this situation?

- Parents sending children in are aware of temperature check
- Excellent team spirit, their response has been phenomenal
- All governors agreed that if anyone was showing symptoms/tested positive they would support her decision to close the school/area of the school as necessary.

There were further discussions around communications with families and children, the need to wear clean clothes and acceptable clothing to be worn for school, that trainers to be worn daily meaning that

	<p>any sport, exercise or activity could take place without the need for changing. Governors were informed that colleagues working from home would continue to follow up and support home learning children. Staff were congratulated by governors on the quality of online learning available.</p>	
<p>6</p>	<p>Safeguarding</p> <p>This is a challenge as all children are not in school. SLT are working on this. A colleague is visiting families who could be a concern and a company – Red Herring – are providing meals which are delivered. Families have been phoned and children spoken to. There are no families who have not received any contact during this period.</p> <p>School continues to work closely with social services around Child Protection cases</p> <p>Governors asked about updating Safeguarding training at this time.</p> <p>HT has looked at this.</p> <p>IT policies and staff and children phoning have been reviewed.</p> <ul style="list-style-type: none"> • Use of a script • Ensure number does not show • No zoom or similar interaction <p>Taking information available prior to the meeting, the discussions in Items 5 and 6, governors were asked if they agreed to the extended opening of the school to include Y 6 if the government considers this to be the right time to do so?</p> <p>Governors who are also parents were asked about their thoughts on the matter and the response was very positive from all. Feeling that the school had been supportive around home learning and contact and have been thorough and robust around preparations.</p> <p>Governors agreed to the following:</p> <p>HT to implement the plans as described, adjusting in the light of new information (including closing if necessary)and then to update Governors in a timely manner.</p> <p>HT was asked if there was anything further to be done for staff and HT?</p> <ul style="list-style-type: none"> • Any guidance aware of that may not have been seen, please share • Regarding Union advice, staff are not reacting to this in a militant manner • Legal advice around any Union communication will be sought 	
<p>7</p>	<p>Church and Community News</p> <p>Minister is currently shielding therefore services are held on line. Many are attending online services who would not otherwise do so. The maximum attendance is 1100 at one service.</p> <p>Community Hub foodbank is in place</p>	

	There are cases of Covid 19 locally although currently numbers are not high. There is a concern this could change as measures in place within the community relax and individuals drop their guard.	
8	<p>Clerks Update</p> <p>8.1 Governor Hub: All are now able to log on and make use of this facility. Clerk suggested anyone with any issues please contact her. Gave a brief explanation of a few main functions including the Noticeboard. Any Governor can post a message on the board and there is a facility to acknowledge receipt/respond to message. Governor Hb has been positively received.</p> <p>8.2 Governor Vacancies:</p> <ul style="list-style-type: none"> • One vacancy – co-opted – skill set ideally fund raising/finance • Future Vacancy: Parent Governor: this will arise in September. 	
	<p>Impact of Meeting:</p> <ul style="list-style-type: none"> • Agreement around reduction of PAN • Budget approved and to be submitted • HT plans around opening approved • Support for HT and school moving forward • Acknowledgement of the hard work completed by all staff • Staff were grateful to receive positive message from Co Chair • All decisions reached were clearly unanimous • Thanks expressed to HT and staff 	
	Meeting Closed 15:17. Date for next meeting: Thursday 16th July, 2020	